

	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 18: Placement Checklist	Version: 1

PLACEMENT CHECKLIST:

- Locate Specific Placement
- Send Case to Service Consultant through IPOSCI and upload all relevant information. (PI, PDR, IYAS, Psychological records, Agency Progress Reports)
- Consideration Report is filed with the Court (In Quest Counties the report is entered into Quest by the PSC)

IF COURT ORDERS PLACEMENT:

- Gather Financial Information from parent.
- Enter all information in Kidtracks (all tabs Hearings, Financial, etc.. and enter 1st removal even if it was in JDC). **** A JDC stay only needs to be entered when a DCS paid placement follows it.**
- Add specific placement in Kidtracks and complete ICPR
- After receiving Court Order, upload in Kidtracks Order of First removal and Placement Order. If you are unable to upload into Kidtraks the Orders can be sent to:
dcs.delinquencycourtdorder@dcs.in.gov
- Upload the birth certificate into Kidtraks for the purpose of Medicaid eligibility.
- If child received Social Security benefits, e-mail child name and DOB and Court Order to
dcssocialsecurity@dcs.in.gov
- If child receives adoption subsidy, e-mail child's name and DOB and Court Order to,
centralized.eligibility@dcs.in.gov

ONGOING RESPONSIBILITIES FOR PLACEMENT CASES:

- Complete Case Plan within 60 days of placement and update case plan every 6 months
- Visit minor in placement monthly per AFCARS
- Complete Residential Review within 60 days (if applicable)
- Review Permanency Plan regularly and at 9 months contact Service Consultant for Summary PRT (if applicable)
- Schedule PRT (if minor is still in placement)